

C-O-N-F-I-D-E-N-T-I-A-L

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D.C.

Nº

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8 February 1960

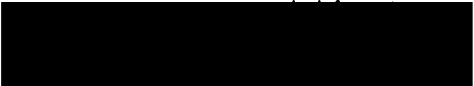
MEMORANDUM FOR: Recipients of ERA Procedures Number 1, Procedures for Planning the Annual Research Program of the Economic Research Area of the Office of Research and Reports, 15 September 1958, CONFIDENTIAL, CIA  
INTERNAL USE ONLY

SUBJECT : Revision of ERA Procedures, Number 1

Number 1 of your ERA Procedures file will be up-to-date with the insertion of the revised page 3, attached.

FOR THE ASSISTANT DIRECTOR, RESEARCH AND REPORTS:

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Chief, Publications Staff

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ATTACHMENT

FORMAT FOR SUBMISSION OF ANNUAL RESEARCH PROGRAMS BY ERA BRANCHES

In order to facilitate review and final publication, each Branch of ERA will submit on letter-size paper one original and one carbon copy of its program in the form and order indicated below.

1. Cover sheet, to include the name of the Branch and the Division and the date of submission.

2. List of the names of professional personnel in the Branch, together with the project assignments proposed for each analyst in the new fiscal year.

3. Table (Table 1) showing estimated distribution of available man-hours for the Branch, by type of activity, as follows:

Table 1

<u>Type of Activity</u>	<u>Man-hours</u>	
	<u>Number</u>	<u>Percent</u>
Total	a/	100
Project Research		
Consultation and Support		
Developmental Research		
Professional Development		
All Other		

a. Number of analysts (including Branch Chief and Intelligence Assistant) expected to be on duty, multiplied by 2,000.

Has been  
revised.

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